



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.2.10	Subject: <b>FIRE &amp; LIFE SAFETY</b>	
Reference: DOC Policy No. 3.2.10		Page 1 of 4 and 2 attachments
Effective Date: September 4, 2001	Revision: (new effective date) September 2, 2010	
Signature / Title: /s/ Mike Mahoney / Warden		
Signature / Title: /s/ Gayle M. Lambert / MCE Administrator		

**I. PURPOSE**

To ensure, to the highest degree possible, that staff can safely respond in the event of a fire in any part of the facility.

**II. DEFINITIONS (none)**

**III. PROCEDURES**

**A. Program Implementation**

1. The Facility Fire Marshall will pay special attention to addressing the following areas:
  - a. An adequate fire and life safety protection and prevention program.
  - b. A comprehensive training program that covers all relevant safety practices, including scheduled training for members of the fire brigade.
  - c. A systematic schedule of inspections and audits.
  - d. Proper placement and maintenance of adequate fire protection equipment.
  - e. A working relationship with local fire safety agencies.
2. The Facility Fire Marshall is responsible for coordinating, scheduling, and arranging all inspections, tests, and other reviews of fire and life safety programs. The Facility Fire Marshall will maintain a record-keeping system to document proof of compliance with all applicable standards, and must provide deficiency correction reports to the proper authorities.
3. Through the use of training and other awareness techniques, the Facility Fire Marshall will encourage all employees to be constantly on the alert for fire hazards, including but not limited to:
  - a. altered electrical outlets;
  - b. other electrical problems;
  - c. missing, damaged, or malfunctioning fire equipment;
  - d. used or outdated fire extinguishers;
  - e. improper trash storage;
  - f. poor housekeeping;
  - g. improper storage of combustible materials;
4. The MSP Emergency Preparedness Lieutenant will ensure the adequacy of the fire response plan, which is contained in the MSP Emergency Response manuals, and has the authority and responsibility for the preparation, annual review, and updating of the plan. The Facility Fire Marshall must coordinate follow up and supplemental training with the local fire department. Local fire departments may be asked to provide fire and life safety training to staff. The Facility Fire Marshall will prepare an annual report documenting the progress of this follow up and supplemental training, and forward it to the Warden.

**B. Construction and Renovation**

Any construction or renovation occurring on MSP property must adhere to all applicable life safety requirements. Prior to the initiation of any major construction projects, the Department of Administration, and the Architecture and Engineering Division, will be consulted regarding fire/safety issues.

The MSP Emergency Preparedness Lt. and Facility Fire Marshall will review, with the appropriate Associate Warden, any plans for post-occupancy construction or renovation that may occur during the use and occupancy of the facility for life safety implications.

**C. Investigations**

The Powell County Sheriff/State Fire Marshall will investigate all reported fires on MSP grounds with the cooperation of the Warden and MCE Administrator. Any fire requiring outside investigation will be reported to the State Fire Marshall. All investigative reports must be forwarded to the Warden, Department Director, Powell County Sheriff and the State Fire Marshall.

**D. Other Compliance Issues**

The Facility Fire Marshall will provide technical expertise to guide compliance with other life safety requirements regarding the renovation and maintenance of potentially hazardous areas, storage and use of hazardous materials, equipment installation and use, and other safety-related issues.

**E. Training**

1. The MSP pre-service training curriculum, required for all new personnel, includes material concerning:

- a. Written fire plans and evacuation procedures
- b. Fire prevention and control (types of fires and use of extinguishers)
- c. Suicide risk management
- c. Basic emergency first aid which includes:
  - Clearing a person's airway / dealing with breathing problems
  - CPR
  - Heart attacks
  - Life safety
  - Equipment location and use (first aid kits, blood spill kits, AEDs, ambubags, personal protective gear, etc.)

2. MSP staff conduct in-service training programs that include training of staff in the following areas:

- a. Basic emergency first aid refresher
- b. Response to assaults
- c. Suicide risk management

**F. Fire Prevention Program**

1. A fire prevention program will be in place that includes training of staff in the following areas:

- a. Workplace hazards
- b. Proper housekeeping procedures (controlling accumulations of flammable/combustible materials)
- c. Handling and storage of combustible materials

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- d. Control procedures for ignition sources such as the “Hot Works permit” program.
2. Local fire department and emergency personnel should inspect the facility in the above areas.

**G. Fire Detection, Suppression, and Evacuation**

All staff will be trained in fire detection, suppression, and evacuation procedures that comply with all applicable fire codes and standards. These include, but are not limited to:

1. Procedures for the prompt detection, reporting, suppression, and extinguishing of fires.
2. Notification of the Command Post.
3. Visible and proper placement of exit signs.
4. Posted evacuation route maps that include: primary evacuation routes identified as a red solid line with arrows indicating direction of travel; secondary evacuation routes identified as a dotted blue line with arrows indicating the direction of travel; the exact location of fire extinguishers and other fire safety related apparatus in the area.
5. Access to identified emergency exits.
6. Individual unit/area fire plans will follow a standardized format. At a minimum these plans must address the areas outlined on attachment B in order and in detail. The following individuals must review and sign-off on these plans before implementation:
  - a. The appropriate Associate Warden
  - b. Facility Fire Marshall – all plans
  - c. MSP Emergency Preparedness Lt. – all plans
  - d. Unit Managers and/or Department Heads – the plans for the unit(s) or buildings they oversee.

Once the initial plan is approved, it must be updated, reviewed and signed annually. The MSP Emergency Preparedness Lt. will send out an annual reminder to those responsible for developing fire plans to make any necessary changes to their plans and get them to the above individuals for review and signing.

7. Each department head or designee must ensure that fire drills are conducted in all areas they oversee as scheduled, and will forward completed fire drill forms/reports from these drills to the MSP Safety Committee for processing.
8. Each department head or designee will develop an annual fire drill schedule to ensure that all areas and shifts they oversee are conducting fire drills when these areas are operational. This means that all areas need to conduct a fire drill each month. If a work area is covered by more than one shift, each of the operational shifts must conduct a fire drill on a rotating basis, ensuring one fire drill is done every month.
  - a. Locked housing units are exempt from the requirement of moving inmates during drills, but staff must conduct a walk-through of the fire evacuation plan using both primary and secondary routes, and using keys to manually operate doors.
  - b. The Safety Committee is responsible for tracking fire drills in all areas. Drills must be monitored by no less than one staff member. A completed *Fire Drill Report form (attachment A)* must be forwarded to the Safety Committee for review and documentation of each drill that is conducted.

**H. Identification of Fire Classifications**

All staff will be trained in identifying classes of fires and the manner in which certain combustibles must be handled.

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**I. Equipment Issues**

1. Equipment used to respond to fires varies from fixed items, like emergency generators, to portable items like extinguishers, smoke ejection units, and breathing apparatus.
2. The Facility Fire Marshall will ensure:
  - a. All available fire response equipment is properly stored, tested, and periodically maintained.
  - b. Files are maintained containing the documentation resulting from the maintenance and tests of all fire response equipment.
  - c. Records are maintained concerning the proper location and condition of fire extinguishers, Self Contained Breathing Apparatus (SCBA), and other firefighting equipment.
  - d. Selected staff are trained in using emergency fire equipment, such as self-contained breathing apparatus (SCBA).
3. Fire extinguishers must be clearly marked as to type and category of fires they are made to control and must have a durable tag securely attached, showing last inspection, maintenance, or recharge date, and signature or initials of the person who performed the service. All fire extinguishers will be inspected in compliance with *MSP 3.2.13, Safety Inspections*.

**J. Material Specifications**

Specifications for the selection and purchase of furnishings must indicate the minimum acceptable requirements for fire and safety performances of materials.

**K. Fire Response Plan**

Any fire must be reported immediately to the Command Post. The MSP Fire Response Plan is contained in the Emergency Response Manuals.

**IV. CLOSING**

Questions concerning this operational procedure will be directed to the Facility Fire Marshall, MSP Emergency Preparedness Lt., and/or the appropriate Associate Warden.

**V. ATTACHMENTS**

MSP/MCE Fire Drill Report form	attachment A
MSP/MCE Area/Unit Fire Plan format	attachment B

# MSP/MCE FIRE DRILL REPORT FORM

(see instructions for filling out this form on reverse side)

**Reason for Report:** ☐ Scheduled/Unscheduled Training Drill ☐ Actual Fire ☐ Alarm  
**Type of Drill:** ☐ Walkthrough ☐ Evacuation

1. Area & Location – Housing Unit & Block drilled: \_\_\_\_\_ & \_\_\_\_\_
2. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_hrs.
3. Monitored: ☐ Yes ☐ No
4. If evacuated, what **route** was used? ☐ Primary ☐ Secondary
5. Elapsed time to evacuate: \_\_\_\_\_
6. Number of staff evacuated: \_\_\_\_\_
7. Number of inmates evacuated: \_\_\_\_\_
8. Was a staff verification completed ☐ Yes ☐ No If yes attach staff verification sheet.
9. Was an inmate count completed? ☐ Yes ☐ No If yes attach count sheet.
10. Were inmates with disabilities evacuated? ☐ Yes ☐ No
11. Were the doors operated electrically or manually? \_\_\_\_\_
12. If evacuated, what **staging area** was used? ☐ Primary ☐ Secondary
13. Were exit signs lighted? ☐ Yes ☐ No ☐ N/A  
If no was a work order submitted? ☐ Yes ☐ No
14. Was an alarm pull or detector used for this drill? ☐ Pull ☐ Detector
15. Did the supervisor wait for ‘all clear’ before reentering the building? ☐ Yes ☐ No
16. General comments or problems: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and title of monitor: \_\_\_\_\_  
(Print name)  
\_\_\_\_\_  
(Title/Position)  
\_\_\_\_\_  
(Signature)

Cc: Safety Committee  
Unit Manager/Department Head  
Facility Fire Marshall

## INSTRUCTIONS FOR FILLING OUT AN MSP/MCE FIRE DRILL FORM

- **Reason for Report** - place a check mark in the box that applies. It will be a scheduled or unscheduled training drill, an actual fire, or an alarm.
- **Type of Drill** - place a check mark in the box that applies. In locked housing units it will be walk through. In all other areas it will be an actual evacuation.
- **#1 - Area & Location – Housing Unit & Block drilled** - fill in the area and location where the drill/evacuation was conducted in the blank spaces. An example for a housing unit would be Close I, UC block. An example for a support area would be MCE Laundry, Voc Ed. Each department head will develop an annual fire drill schedule that will guide you as to when your area is due for a fire drill.
- **#2 - Date and time of the drill** – fill in today's date (month/day/year) and the time the drill was started (use military time).
- **#3 - Monitored** - place a check mark in the appropriate box to indicate whether or not the drill was monitored by someone (see space at bottom of form to record the monitor's name and title).
- **#4** - place a check mark in the appropriate box to indicate which **evacuation route** was used (see the posted evacuation map for your building).
- **#5 - Elapsed time to evacuate** - the monitor will time the drill from the point that the drill is started until all inmates are in a staging area. Enter his/her calculation in the space provided.
- **#6 - Number of staff evacuated** – write in the number of staff who were evacuated.
- **#7 - Number of inmates evacuated** – write in the number of inmates who were evacuated.
- **#8** - place a check mark in the appropriate box to indicate if you conducted a **staff verification count**. If you did, attach a staff verification count sheet to the drill form/paperwork.
- **#9** - place a check mark in the appropriate box to indicate if you conducted an **inmate count**. If you did, attach the count sheet to the drill form/paperwork.
- **#10** - place a check mark in the appropriate box to indicate if any inmates with disabilities were evacuated. If this is an evacuation of a housing unit, staff need to refer to inmate disability list located in the unit plan.
- **#11** - indicate whether the doors used to evacuate were operated electronically or manually. In areas where both operations are possible, drills should switch between the two methods to familiarize staff with manual operations.
- **#12 - what staging area was used** – if the building was evacuated, place a check mark in the appropriate box to indicate which staging area you used. Try to alternate between using the primary and secondary staging areas.
- **#13 - Were exit signs lighted?** place a check mark in the appropriate box to indicate if the building is equipped with exit signs, and if they were lighted when the drill was conducted. If no submit a work order to get repaired.
- **#14** – indicate if an alarm pull or detector was used to start the drill/evacuation.
- **#15** - indicate if the supervisor waited for the '*all clear*' before allowing staff or inmates to re-enter the building/area.
- **#16** – use this space to write in general comments on things that went well or not so well during the drill/evacuation.
- **Name and title of monitor** - fill in the name and title of the person who monitored the drill in the blank spaces, and have the monitor sign it on the line provided.
- **Copies** - forward copies of the completed drill form, inmate count sheet, and staff verification sheet (if applicable) to the Safety Committee. The originals go to the area department head to keep on file.

## Format for MSP/MCE Area/Unit Fire Plans

Area/Unit: \_\_\_\_\_

Implementation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### 1. Prevention

Scheduled inspections and housekeeping tasks.

Proper storage, handling, and labeling of flammable and combustible materials.

### 2. Preparedness

- Fire drills
- Development and posting of floor plan posters that illustrate the primary and secondary evacuation routes, with proper color-coding, along with the locations and types of fire suppression equipment in the building.
- Identification of door keys required for primary and secondary evacuation routes (must identify the door(s) each key will unlock/lock).

### 3. Detection/Notifications

- Command post (must identify the preferred method of notification; i.e. radio, telephone, etc.)
- Staff (must identify the preferred method of notification; i.e. radio, telephone, etc.)
- Inmate

### 4. Suppression Procedures

- Example: \*If the fire is small in nature and can be contained by use of a fire extinguisher, staff will attempt to put the fire out with the extinguisher. Fire extinguishers are located in the \_\_\_\_\_ room and in \_\_\_\_\_ rooms. The \_\_\_\_\_ key located on the Sgt. and C/Os key rings accesses all.

### 5. Evacuation Procedures

- Procedures for employee's who will remain to operate critical security operations before evacuating
- Acquisition of any keys required for primary and secondary evacuation routes
- Primary evacuation route - Power/No Power
- Secondary evacuation route - Power/No Power
- Evacuation staging areas
  - Primary
  - Secondary
- Staff verification procedures
- Inmate count procedures

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Unit Manager and/or Department Head

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Associate Warden

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MSP Emergency Preparedness Lt.

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Facility Fire Marshall

***For further explanation of duties required under a fire plan, contact the Facility Fire Marshall and/or the MSP Emergency Preparedness Lt.***